

Bienville Parish Library
A Component Unit of the Bienville Parish Police Jury
Arcadia, Louisiana

Annual Financial Statements
with Independent Auditor's Report

As of and For the Year Ended
December 31, 2022
with Supplemental Information Schedules

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Independent Auditor's Report

Bienville Parish Library
Arcadia, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bienville Parish Library, a component unit of the Bienville Parish Police Jury, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Bienville Parish Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the Bienville Parish Library, as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bienville Parish Library, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibility of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bienville Parish Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bienville Parish Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bienville Parish Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, the schedule of employer's share of net pension liability, the schedule of employer contributions, and the schedule of changes in total OPEB liability and related ratios, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bienville Parish Library's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Schedule of Compensation Paid Boardmembers are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Schedule of Compensation Paid Boardmembers are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Schedule of Compensation Paid Boardmembers are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated June 30, 2022 on our consideration of the Bienville Parish Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Bienville Parish Library's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of Louisiana Legislative Auditor, we have issued our report dated June 16, 2023, on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards. The purpose of that report is solely to describe the scope of our testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana

June 16, 2023

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

Bienville Parish Library
Arcadia, Louisiana

Statement of Net Position
As of December 31, 2022

| | Governmental Activities |
|--|----------------------------|
| Assets | |
| Cash and equivalents | \$ 2,599,168 |
| Accounts receivable | 1,394,315 |
| Net pension asset | 348,252 |
| Capital assets (net of accumulated depreciation) | <u>3,314,856</u> |
| Total Assets | <u>7,656,591</u> |
| Deferred Outflows of Resources | |
| Deferred Outflows of Resources - Pension | 99,834 |
| Deferred Outflows of Resources - OPEB | <u>84,226</u> |
| Total Deferred Outflows of Resources | <u>184,060</u> |
| Liabilities | |
| Current Liabilities: | |
| Accounts payable | 55,617 |
| Payroll liabilities | 39,204 |
| Non-Current Liabilities: | |
| Compensated absences | 7,809 |
| Net other post employment benefits obligation | <u>221,224</u> |
| Total Liabilities | <u>323,854</u> |
| Deferred Inflows of Resources | |
| Deferred Inflows of Resources - Pension | 326,546 |
| Deferred Inflows of Resources - OPEB | <u>264,324</u> |
| Total Deferred Inflows of Resources | <u>590,870</u> |
| Net Position | |
| Net investment in capital assets | 3,314,856 |
| Unrestricted | <u>3,611,071</u> |
| Total Net Position | <u>\$ 6,925,927</u> |

The accompanying notes are an integral part of these financial statements.

Bienville Parish Library
Arcadia, Louisiana

Statement of Activities
For the Year Ended December 31, 2022

| | Major Funds | | | Net (Expense) Revenue and Changes in Net Position | |
|-------------------------------|-------------------------|-------------------------|--|--|----------------------------|
| | Expenses | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | Governmental Activities |
| <u>Functions/Programs</u> | | | | | |
| Primary government | | | | | |
| Governmental activities | | | | | |
| General government | \$ 1,305,059 | \$ - | \$ - | \$ - | (1,305,059) |
| Total governmental activities | <u>\$ 1,305,059</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>(1,305,059)</u> |
| | <u>General Revenues</u> | | | | |
| | Taxes: | | | | |
| | | | | | 1,402,353 |
| | | | | | 27,631 |
| | | | | | 22,244 |
| | | | | | 24,545 |
| | | | | | <u>1,476,773</u> |
| | | | | | 171,714 |
| | | | | | <u>6,754,213</u> |
| | | | | | <u>\$ 6,925,927</u> |

The accompanying notes are an integral part of these financial statements.

FUND FINANCIAL STATEMENTS

Bienville Parish Library
Arcadia, Louisiana

Balance Sheet - Governmental Funds
As of December 31, 2022

| | | Governmental Funds |
|--|-----------|--------------------|
| Assets | | |
| Cash and equivalents | \$ | 2,599,168 |
| Accounts receivable | | 1,394,315 |
| Total Assets | \$ | 3,993,483 |
| Liabilities & Fund Balances | | |
| Liabilities: | | |
| Accounts payable | \$ | 55,617 |
| Payroll liabilities | | 39,204 |
| Total Liabilities | | 94,821 |
| Fund balances: | | |
| Unassigned | | 3,898,661 |
| Total Fund Balances | | 3,898,661 |
| Total Liabilities and Fund Balances | \$ | 3,993,482 |

The accompanying notes are an integral part of these financial statements.

Bienville Parish Library
Arcadia, Louisiana

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of December 31, 2022

| | | |
|---|----|-----------|
| Total Fund Balances at December 31, 2022 - Governmental Funds (Statement C) | \$ | 3,898,661 |
| Total Net Position reported for governmental activities in the Statement of Net Position (Statement A) are different because: | | |
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds, net of depreciation. | | 3,314,856 |
| Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds. | | |
| Compensated absences | | (7,809) |
| Net other post employment benefits | | (221,224) |
| Net pension liability | | 348,252 |
| Deferred outflows of resources | | 184,060 |
| Deferred inflows of resources | | (590,870) |
| | | (590,870) |
| Net Position at December 31, 2022 | \$ | 6,925,926 |

The accompanying notes are an integral part of these financial statements.

Bienville Parish Library
Arcadia, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended December 31, 2022

| | Governmental Funds |
|--|--------------------|
| Revenues | |
| Taxes: | |
| Ad valorem tax | \$ 1,402,353 |
| Intergovernmental | 27,631 |
| Fees and fines | 15,461 |
| Miscellaneous | 2,969 |
| Total revenues | 1,448,414 |
| Expenditures | |
| Current: | |
| General government | |
| Personnel services | 772,511 |
| Supplies | 23,833 |
| Utilities | 69,653 |
| Repairs and maintenance | 19,469 |
| Contractual services | 106,681 |
| Miscellaneous | 31,851 |
| Insurance | 50,161 |
| Legal and accounting | 17,972 |
| Office | 33,983 |
| Statutorily required pension expense | 42,830 |
| Training, education, and travel | 25,769 |
| Capital outlay | 146,385 |
| Total expenditures | 1,341,098 |
| Excess (deficiency) of revenues over (under) expenditures | 107,316 |
| Other financing sources (uses) | |
| Interest earnings | 22,244 |
| Total other financing sources (uses) | 22,244 |
| Net changes in fund balances | 129,560 |
| Fund balances - December 31, 2021 | 3,769,103 |
| Fund balances - December 31, 2022 | \$ 3,898,663 |

The accompanying notes are an integral part of these financial statements.

Bienville Parish Library
Arcadia, Louisiana

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,
and Changes in Funds Balances to the Statement of Activities
For the Year Ended December 31, 2022

| | | |
|--|----|---------|
| Total net change in Fund Balances - Governmental Funds (Statement E) | \$ | 129,559 |
|--|----|---------|

Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets capitalized over their estimated useful lives as depreciation expense. This is the amount by which capital outlay differs from depreciation for the period.

| | | |
|----------------|--|-----------|
| Depreciation | | (224,942) |
| Capital outlay | | 146,385 |

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds. These timing differences are summarized below:

| | | |
|---|----|---------|
| Compensated absence expense decrease (increase) | | 2,021 |
| Net other post employment benefits decrease (increase) | | 502 |
| Net pension liability decrease (increase) | | 118,190 |
| Other adjustments | | - |
| Change in net position of governmental activities (Statement B) | \$ | 171,715 |

NOTES TO THE FINANCIAL STATEMENTS

Bienville Parish Library
Arcadia, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2022

INTRODUCTION

The Bienville Parish Library was established by the Bienville Parish Police Jury, under the provisions of Louisiana Revised Statute 25:211. The Library provides citizens of the parish access to library materials, books, magazines, records, and films. The Library is governed by a board of control which is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board of control receive a per diem.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of the Library have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Library applies all relevant GASB pronouncements, and GAAP, as applicable to governmental entities. Also, the Library's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513 and Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

B. Reporting Entity

GASB Statement No. 14, The Financial Reporting Entity, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. As the governing authority of the parish, for reporting purposes, the Bienville Parish Police Jury is the financial reporting entity for Bienville Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units, establishes criteria for determining which, if any, component units should be considered part of the Bienville Parish Police Jury for financial reporting purposes. GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - i. The ability of the government to impose its will on that organization and/or
 - ii. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Bienville Parish Library
Arcadia, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2022

Because the Bienville Parish Police Jury appoints the library board of control and the library provides services to all residents of Bienville Parish, the Bienville Parish Library was determined to be a component unit of the Bienville Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Library and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Government-Wide Financial Statements

The Library's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities for the Library. Fiduciary activities of the Library are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Library's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Bienville Parish Library's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) derive directly from parties outside the Library's taxpayers or citizenry, including (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program; program revenues reduce the cost of the function to be financed from the Library's general revenues.

Direct Expenses - The Library reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

Indirect Expenses - The Library reports all indirect expenses separately on the Statement of Activities (Statement B). Indirect expenses are those expenses that are not clearly identifiable with a function. Interest on long-term debt is considered an indirect expense.

General revenues are taxes and other items that are not properly included among program revenues.

Bienville Parish Library
Arcadia, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2022

D. Fund Financial Statements

The accounts of the Bienville Parish Library are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Library are classified into one category: governmental.

Governmental Funds

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The Library has presented all major funds.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the Balance Sheets. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as an other financing source, and repayment of long-term debt is reported as an expenditure. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Bienville Parish Library reports the following major governmental funds:

General Fund - The primary operating fund of the Library, the General Fund accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Library policy.

Revenues

The governmental funds use the following practices in recording revenues:

Those revenues susceptible to accrual are property taxes and charges for services.

Bienville Parish Library
Arcadia, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2022

Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

Interest earnings are recorded when the investments have matured and the interest is available.

Expenditures

The governmental funds use the following practices in recording expenditures:

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Principal and interest on long-term debt are recognized when due.

Other Financing Sources (Uses)

The governmental funds use the following practices in recording other financing sources (uses):

Sales of fixed assets and long-term debt proceeds and payments are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

E. Equity Classifications

The Bienville Parish Library has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

Net investment in capital assets: This classification consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of these assets.

Restricted net position: This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

Unrestricted net position: Any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position are available, management applies unrestricted net position first, unless a determination is made to use restricted net position. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

Bienville Parish Library
Arcadia, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2022

The Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Library did not have any nonspendable funds for the year ended December 31, 2022.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Library did not have any restricted funds for the year ended December 31, 2022.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Library. These amounts cannot be used for any other purpose unless the Library removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Library typically establishes commitments through the adoption and amendment of the budget. The Library did not have any committed funds for the year ended December 31, 2022.

Assigned: This classification includes amounts that are constrained by the Library's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Library has no assigned funds for year ended December 31, 2022.

Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. All funds of the Library are designated as unassigned.

The Library would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

F. Budgets

Prior to the beginning of each fiscal year, the Bienville Parish Library adopts a budget for the next fiscal year. The budget can be amended before the end of the fiscal year under the same process used to adopt a budget. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

The 2022 General Fund budget was published in the official journal and made available for public inspection. The budget was adopted by the Library on December 8, 2021. The budget was amended on December 14, 2022.

Bienville Parish Library
Arcadia, Louisiana

Notes to the Financial Statements
As of and for the year ended December 31, 2022

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Bienville Parish Library may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Library may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For the purposes of the statement of cash flows, cash equivalents include all highly liquid investments with a maturity date of 90 days or less when purchased.

Under state law, the Library may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

H. Investments

The Bienville Parish Library's investments comply with Louisiana Revised Statute 33:2955. Under state law, the Library may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Library may invest in United States bonds, treasury notes and bills, or government-backed agency securities or certificates, and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. These deposits are classified as investments if their original maturities exceed 90 days. Investments are stated at fair value except for those which are permitted under GASB Statement No. 31 to use a different valuation measurement.

In accordance with paragraph 69 of GASB Statement No. 72, the Library reports at amortized cost money market investments and participating interest-bearing investment contracts that have a remaining maturity at the time of purchase of one year or less. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

I. Capital Assets

Capital assets, which include property, plant, and equipment, are recorded in the governmental column of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Library maintains a threshold level of \$1000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

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Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

| | |
|-------------------------------------|-------------|
| Buildings and building improvements | 20-40 years |
| Furniture and fixtures | 5-10 years |
| Vehicles | 5-15 years |
| Equipment | 5-20 years |

J. Deferred Outflows of Resources

The Library reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The Library will not recognize the related expenses until a future event occurs. The Library reported deferred outflows of resources of \$184,060, but no deferred outflows of resources affect the governmental funds financial statements. Deferred outflows of resources of \$99,834 are related to the net pension liability, and deferred outflows of resources of \$84,226 are related to the net other post employment benefits obligation.

K. Deferred Inflows of Resources

The Library reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The Library will not recognize the related revenues until a future event occurs. The Library reported deferred inflows of resources of \$590,870, but no deferred inflows of resources affect the governmental funds financial statements. Deferred inflows of resources of \$326,546 are related to the net pension liability, and deferred inflows of resources of \$264,324 are related to the net other post employment benefits obligation.

L. Compensated Absences

Employees receive from ten to twenty days of vacation leave each year, depending on length of service and professional status. Sick leave is earned at the rate of twelve days each year and employees may accumulate sick leave. There is no maximum number of sick days that can be accumulated. Upon separation of service, employees are compensated for accumulated vacation leave earned, but employees are not compensated for sick leave earned. In the case of retirement by a member of the staff who is qualified to draw retirement funds based on the library service within the Library Service System, the unused accumulation of sick time may be counted as service time.

At December 31, 2022, employees of the Library have accumulated and vested \$7,809 of employee leave benefits, computed in accordance with GASB Codification Section C60.

M. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

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2. Ad Valorem Tax

Ad valorem taxes are levied on a calendar year basis and become delinquent on December 31. The Library recognizes property tax revenues when levied. The Bienville Parish Sheriff's office bills and collects property taxes. For the 2022 ad valorem taxes, one rate of tax was levied on taxable property, as follows:

4.03 mills for the general maintenance of the Library

This millage was approved by the Board of Control, and the authorized millage for the year ended was 3.52 mills. The current tax expires in 2023. The difference between the authorized and levied millages is the result of reassessments of taxable property within the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2022 assessed valuation.

The following entities are the principal taxpayers and related ad valorem tax revenue for the Library:

| Principal Taxpayers | 2022 Assessed Valuation | Percent of Total Assessed Valuation |
|------------------------------------|----------------------------|--|
| Gulf South Pipeline Company | \$ 56,429,940 | 15.88 % |
| ETC Tiger Pipeline, LLC | 31,717,560 | 8.93 % |
| Aethon III BR, LLC | 33,028,733 | 9.30 % |
| Regency Intrastate | 18,676,937 | 5.26 % |
| Bear Creek Storage Company | 18,239,040 | 5.13 % |
| Diversified Production, LLC, ET AL | 12,741,455 | 3.59 % |
| Haynes International, Inc. | 10,240,386 | 2.88 % |
| BP Energy | 8,917,347 | 2.51 % |
| Arcadia Gas Storage, LLC | 6,608,250 | 1.86 % |
| ETC Texas Pipeline | 7,490,617 | 2.11 % |
| Total | <u>\$ 204,090,265</u> | <u>57.45 %</u> |

3. Cash, Cash Equivalents, and Investments

At December 31, 2022, the Library had cash and cash equivalents (book balances) totaling \$2,599,168. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

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At December 31, 2022, the Library had \$2,621,484 in deposits (collected bank balances). These deposits are secured from risk by \$500,000 federal deposit insurance and \$3,760,016 of pledged securities. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 40, Louisiana Revised Statute 30:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand. Louisiana R.S. 39:1224 requires bonds, or other such instruments furnished as security, to be deposited with the depositing authority or with an unaffiliated bank or trust company, Federal Reserve Bank, or any Federal Home Loan Bank or its successor. This security is deemed to be under the control and in the possession of the public entity and deemed to be held in its name. The Bienville Parish Library has complied with these requirements of state law. The Library does not have a custodial credit risk policy.

Cash and investments are categorized to give an indication of the level of risk assumed by the Library at December 31, 2022. Deposits are considered to be exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by the the pledging financial institution's trust department or agent but not in the depositor-government's name. The Bienville Parish Library has cash and cash equivalents that are covered by \$750,000 of federal depository insurance. The remaining balance is exposed to custodial credit risk because it is uninsured and collateralized with securities held by the pledging financial institution.

At December 31, 2022, the Library had no investments.

| | Amount |
|-----------------|---------------------|
| Petty cash | \$ 250 |
| Demand deposits | 348,918 |
| Time deposits | 2,250,000 |
| Total | <u>\$ 2,599,168</u> |

4. Receivables

The receivables of \$1,394,315 at December 31, 2022, are as follows:

| | Amount |
|----------------|---------------------|
| Taxes | \$ 1,393,325 |
| Fees and fines | 990 |
| Total | <u>\$ 1,394,315</u> |

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Notes to the Financial Statements
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5. Capital Assets

A summary of changes in capital assets for the year ended December 31, 2022, is as follows:

| | Balance, January 01, 2022 | Additions | Deletions | Balance, December 31, 2022 |
|--|------------------------------|---------------------|---------------------|----------------------------------|
| Capital assets not being depreciated | | | | |
| Land | \$ 41,350 | \$ - | \$ - | 41,350 |
| Construction in progress | 1,247,078 | 88,150 | 1,335,228 | - |
| Total capital assets not being depreciated | <u>1,288,428</u> | <u>88,150</u> | <u>1,335,228</u> | <u>41,350</u> |
| Capital assets being depreciated | | | | |
| Books | 1,651,611 | 58,291 | 13,731 | 1,696,171 |
| Furniture, fixtures, and equipment | 871,898 | 4,344 | - | 876,242 |
| Vehicles | 55,240 | - | - | 55,240 |
| Building and improvements | 4,089,164 | 1,344,558 | - | 5,433,722 |
| Total capital assets depreciated | <u>6,667,913</u> | <u>1,407,193</u> | <u>13,731</u> | <u>8,061,375</u> |
| Less accumulated depreciation | | | | |
| Books | 1,554,670 | 42,903 | 13,731 | 1,583,843 |
| Furniture, fixtures, and equipment | 692,466 | 46,809 | - | 739,275 |
| Vehicles | 55,240 | - | - | 55,240 |
| Building and improvements | 2,260,551 | 148,960 | - | 2,409,511 |
| Total capital assets depreciated | <u>4,562,927</u> | <u>238,673</u> | <u>13,731</u> | <u>4,787,869</u> |
| Net capital assets | <u>2,104,986</u> | <u>1,168,520</u> | <u>-</u> | <u>3,273,506</u> |
| Governmental Capital Assets, Net | <u>\$ 3,393,414</u> | <u>\$ 1,256,670</u> | <u>\$ 1,335,228</u> | <u>\$ 3,314,856</u> |

Depreciation expense of \$224,942 was charged to the general government function.

6. Payables

The payables of \$124,067 at December 31, 2022, are as follows:

| | Amount |
|---------------------|------------------|
| Accounts | \$ 55,617 |
| Payroll liabilities | 39,204 |
| Total | <u>\$ 94,821</u> |

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7. Retirement Systems - Parochial Employees' Retirement System of Louisiana (System)

Plan Description

The Bienville Parish Library contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All permanent employees working at least 28 hours per week are eligible to participate in the System. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Port are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

1. Any age with 30 years of creditable service.
2. Age 55 with a minimum of 25 years of creditable service.
3. Age 60 with a minimum of 10 years of creditable service.
4. Age 65 with a minimum of seven years of creditable service.

Eligibility for retirement for members hired on or after January 1, 2007, is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the employee's final compensation multiplied by his or her years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2022, the Bienville Parish Library's total payroll for all employees was \$587,921. Total covered payroll was \$494,660. Covered payroll refers to all compensation paid by the Bienville Parish Library to active employees covered by the System.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Parochial Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 925-4810, or by visiting the System's website www.persla.org.

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Notes to the Financial Statements
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Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2022, the actual employer contribution rate was 11.50% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. The Bienville Parish Library's contributions to the System under Plan A for the year ending December 31, 2022 were \$56,886.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Bienville Parish Library to the System monthly.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At December 31, 2022, the Bienville Parish Library reported an asset of \$348,252 for its proportionate share of the Net Pension Liability/Asset. The Net Pension Liability/Asset was measured as of December 31, 2021 and the total pension liability used to calculate the Net Pension Liability/Asset was determined by an actuarial valuation as of that date. The Bienville Parish Library's proportion of the Net Pension Liability/Asset was based on a projection of the Bienville Parish Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2022, the Bienville Parish Library's proportion was 0.073932%, which was an increase of .000751% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022, the Bienville Parish Library recognized pension expense of (\$58,912) plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$53,162). Total pension expense for the Bienville Parish Library for the year ended December 31, 2022 was (\$112,074).

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At December 31, 2022, the Bienville Parish Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|-----------------------------------|----------------------------------|
| Differences between expected and actual experience | \$ 21,041 | \$ 25,240 |
| Changes in assumptions | 18,162 | - |
| Net difference between projected and actual earnings on pension plan | - | 301,232 |
| Changes in employer's proportion of beginning net pension liability | 3,744 | - |
| Differences between employer and proportionate share of contributions | - | 73 |
| Contributions after the measurement period | 56,886 | - |
| Total | <u>\$ 99,833</u> | <u>\$ 326,545</u> |

Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

| <u>Year Ended December 31:</u> | |
|--------------------------------|-------------|
| 2023 | \$ (53,418) |
| 2024 | (118,439) |
| 2025 | (79,454) |
| 2026 | (32,288) |

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Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2021, are as follows:

| | |
|----------------------------------|---|
| Valuation Date | December 31, 2021 |
| Actuarial Cost Method | Entry Age Normal |
| Actuarial Assumptions: | |
| Investment Rate of Return | 6.40%, net of investment expense, including inflation |
| Expected remaining service lives | 4 years |
| Projected salary increases | 4.75% |
| Cost of Living Adjustments | The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees. |
| Mortality rates | Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants. |
| Inflation Rate | 2.30% |

The discount rate used to measure the total pension liability was 6.40% for Plan A and 6.40% for Plan B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.00% for the year ended December 31, 2021.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2021 are summarized in the following table:

| Asset Class | Target Allocation | Long-Term Expected Real Rate of Return |
|------------------------------------|-------------------|--|
| Fixed income | 33.00% | 0.85% |
| Equity | 51.00% | 3.23% |
| Alternatives | 14.00% | 0.71% |
| Real Assets | 2.00% | 0.11% |
| Totals | 100.00% | 4.90% |
| Inflation | | 2.10% |
| Expected arithmetic nominal return | | 7.00% |

Sensitivity of the Bienville Parish Library's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Bienville Parish Library's proportionate share of the net pension liability calculated using the discount rate of 6.40%, as well as what the Bienville Parish Library's proportionate share of the net pension liability/asset would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate.

| | 1.0% Decrease | Current Discount Rate | 1.0% Increase |
|---|---------------|-----------------------|---------------|
| Employer's proportionate share of net pension liability | \$ 62,087 | \$ (348,252) | \$ (691,985) |

Payables to the Pension Fund

There were payables of \$29,370 to the pension fund due at December 31, 2022.

Fund Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Audit Report at www.persla.org.

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8. Other Post-Employment Benefits

On January 1, 2018, the Bienville Parish Library implemented Governmental Accounting Standards Board Statement No. 75 entitled "Accounting and Financial Reporting for Postemployment Benefit Other Than Pensions (GASB 75). The most notable change under GASB 75 is that the Annual Required Contribution (ARC) has been eliminated and the Net OPEB Liability will be an item on the employer's financial statement rather than a footnote entry. GASB 75 governs the specifics of accounting for public OPEB plan obligations for participating employers and is required to be implemented for employer fiscal years beginning after June 15, 2017. GASB 75 requires a liability for OPEB obligations, known as the Net OPEB Liability (Total OPEB Liability for unfunded plans), to be recognized on the balance sheets of participating employers. Changes in the Net OPEB Liability (Total OPEB Liability for unfunded plans) will be immediately recognized as OPEB Expense on the income statement or reported as deferred inflows/outflows of resources depending on the nature of the change.

Plan Description

The Bienville Parish Library (the Library) provides certain continuing health care and life insurance benefits for its retired employees. The Bienville Parish Library's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Library. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Library. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

Benefits Provided

Benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by Plan A of the Parochial Employees' Retirement System of Louisiana, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. For employees hired on and after January 1, 2007 retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or, age 67 and 7 years of service.

Life insurance coverage is not considered in this valuation.

Employees Covered by Benefit Terms

As of the measurement date December 31, 2022, the following employees were covered by the benefit terms:

| | |
|--|----------|
| Inactive employees or beneficiaries currently receiving benefit payments | 1 |
| Inactive employees entitled but not yet receiving benefit payments | - |
| Active employees | 7 |
| Total | <u>8</u> |

Total OPEB Liability

The Library's total OPEB liability is \$221,224 as of the measurement date December 31, 2022, the end of the fiscal year.

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Actuarial Assumptions and other inputs

The total OPEB liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

| | |
|-----------------------------|---|
| Inflation | 3.00% |
| Salary increases | 3.0% including inflation |
| Discount rate | 2.06% annually (Beginning of Year to Determine ADC) |
| | 3.72% annually (As of End of Year Measurement Date) |
| Healthcare cost trend rates | Medical: 5.5% annually for 5 years, decreasing to 4.14% after 52 years. |
| Mortality | Pub-2010/2021 |

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2022, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2022 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2022.

Changes in Total OPEB Liability

| | Increase (Decrease) Total OPEB Liability |
|--|---|
| Balance as of December 31, 2021 | \$ 333,512 |
| Changes for the year: | |
| Service cost | 28,443 |
| Interest | 7,163 |
| Differences between expected and actual experience | (65,509) |
| Changes in assumptions | (79,532) |
| Benefit payments and net transfers | (2,853) |
| Net changes | (112,288) |
| Balance as of December 31, 2022 | \$ 221,224 |

Sensitivity of the total OPEB liability to changes in the discount rate

The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.72%) or 1-percentage-point higher (4.72%) than the current discount rate:

| | 1.0% Decrease | Current Discount Rate | 1.0% Increase |
|----------------------|---------------|-----------------------|---------------|
| Total OPEB liability | \$ 262,008 | \$ 221,224 | \$ 188,406 |

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Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates

The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

| | 1.0% Decrease (4.5%) | Current Discount Rate (5.5%) | 1.0% Increase (6.5%) |
|----------------------|-------------------------|---------------------------------|-------------------------|
| Total OPEB liability | \$ 186,465 | \$ 221,224 | \$ 264,180 |

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2022, the Library recognized OPEB expense of \$2,352. At December 31, 2022, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|--|-----------------------------------|----------------------------------|
| Differences between expected and actual experience | \$ 9,012 | \$ (184,494) |
| Changes in assumptions | 75,214 | (79,831) |
| Amounts paid subsequent to the measurement date | - | - |
| Total | <u>\$ 84,226</u> | <u>\$ (264,325)</u> |

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

| <u>Year Ended December 31:</u> | |
|--------------------------------|-------------|
| 2023 | \$ (33,255) |
| 2024 | (33,255) |
| 2025 | (33,255) |
| 2026 | (40,167) |
| 2027 | (40,167) |
| Thereafter | - |

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9. Changes in General Long-Term Obligations

| | Compenstated Absences |
|---------------------------------|--------------------------|
| Balance as of December 31, 2021 | \$ 7,847 |
| Changes for the year: | |
| Additions | 29,554 |
| Deletions | (29,592) |
| Adjustments | - |
| Net changes | (38) |
| Balance as of December 31, 2022 | <u>\$ 7,809</u> |

10. Risk Management

The Library is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets, errors and omissions, and injuries to employees. To handle such risk of loss, the Library maintains commercial insurance policies covering each of these risks of loss. The Library believes such coverage is sufficient to preclude any significant uninsured losses to the Library. During the past three year, no claims were paid on any of the policies which exceeded the policies' coverage amount.

11. Litigation and Claims

At December 31, 2022, the Library was not involved in any lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

12. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 16, 2023, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.



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**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements
Performed in Accordance With Government Auditing Standards**

Bienville Parish Library
Arcadia, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Bienville Parish Library, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Bienville Parish Library's basic financial statements and have issued our report thereon dated June 30, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Bienville Parish Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bienville Parish Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bienville Parish Library's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bienville Parish Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Bienville Parish Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
June 16, 2023

**REQUIRED SUPPLEMENTARY
INFORMATION**

Bienville Parish Library
Arcadia, Louisiana

Budgetary Comparison Schedule - General Fund
For the Year Ended December 31, 2022

| | Budget - Original | Budget - Final | Actual | Variance Favorable (Unfavorable) |
|--|----------------------|---------------------|---------------------|--|
| Revenues | | | | |
| Taxes: | | | | |
| Ad valorem tax | \$ 1,330,000 | \$ 1,330,000 | \$ 1,402,353 | \$ 72,353 |
| Intergovernmental | 21,000 | 21,000 | 27,631 | 6,631 |
| Fees and fines | 15,000 | 15,000 | 15,461 | 461 |
| Miscellaneous | 6,000 | 2,969 | 2,969 | - |
| Total revenues | <u>1,372,000</u> | <u>1,368,969</u> | <u>1,448,414</u> | <u>79,445</u> |
| Expenditures | | | | |
| Current: | | | | |
| General government | | | | |
| Personnel services | 833,000 | 833,000 | 772,511 | 60,489 |
| Supplies | 28,500 | 30,500 | 23,833 | 6,667 |
| Utilities | 54,500 | 69,500 | 69,653 | (153) |
| Repairs and maintenance | 36,000 | 27,500 | 19,469 | 8,031 |
| Contractual services | 93,000 | 107,500 | 106,681 | 819 |
| Miscellaneous | 44,000 | 44,000 | 31,851 | 12,149 |
| Insurance | 51,000 | 54,000 | 50,161 | 3,839 |
| Legal and accounting | 25,000 | 24,500 | 17,972 | 6,528 |
| Office | 42,000 | 38,000 | 33,983 | 4,017 |
| Statutorily required pension expense | 50,000 | 50,000 | 42,830 | 7,170 |
| Training, education, and travel | 37,000 | 30,500 | 25,769 | 4,731 |
| Capital outlay | 138,000 | 185,000 | 146,385 | 38,615 |
| Total expenditures | <u>1,432,000</u> | <u>1,494,000</u> | <u>1,341,098</u> | <u>152,902</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(60,000)</u> | <u>(125,031)</u> | <u>107,316</u> | <u>232,347</u> |
| Other financing sources (uses) | | | | |
| Interest earnings | 30,000 | 30,000 | 22,244 | (7,756) |
| Total other financing sources (uses) | <u>30,000</u> | <u>30,000</u> | <u>22,244</u> | <u>(7,756)</u> |
| Net changes in fund balances | <u>(30,000)</u> | <u>(95,031)</u> | <u>129,560</u> | <u>224,591</u> |
| Fund balances - December 31, 2021 | <u>3,769,103</u> | <u>3,769,103</u> | <u>3,769,103</u> | <u>-</u> |
| Fund balances - December 31, 2022 | <u>\$ 3,739,103</u> | <u>\$ 3,674,072</u> | <u>\$ 3,898,663</u> | <u>\$ 224,591</u> |

The accompanying notes are an integral part of these financial statements.

Bienville Parish Library
Arcadia, Louisiana

Schedule of Employer's Share of Net Pension Liability
Parochial Employees' Retirement System
For the year ended December 31, 2022

| | 2022 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 |
|---|--------------|--------------|------------|------------|-------------|------------|------------|------------|
| Employer's proportion of the net pension liability (asset) | 0.073932% | 0.073181% | .072778%% | 0.064811% | 0.058654% | 0.059732% | 0.062659% | 0.053020% |
| Employer's proportionate share of the net pension liability (asset) | \$ (348,252) | \$ (128,317) | \$ 3,426 | \$ 287,654 | \$ (43,536) | \$ 123,019 | \$ 164,937 | \$ 14,496 |
| Employer's covered employee payroll | \$ 496,035 | \$ 488,772 | \$ 461,499 | \$ 378,678 | \$ 361,032 | \$ 354,246 | \$ 351,379 | \$ 318,944 |
| Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll | (70.21)% | (26.25)% | 0.74 % | 75.96 % | (12.06)% | 34.73 % | 46.94 % | 4.54 % |
| Employer's proportion of the net pension liability (asset) | 110.46 % | 104.00 % | 99.89 % | 88.86 % | 101.98 % | 94.15 % | 92.23 % | 99.15 % |

The amounts presented have a measurement date of the previous fiscal year.

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Bienville Parish Library
Arcadia, Louisiana

Schedule of Employer Contributions
Parochial Employees' Retirement System
For the year ended December 31, 2022

| | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Contractually required contribution | \$ 56,886 | \$ 60,764 | \$ 59,875 | \$ 53,072 | \$ 43,548 | \$ 45,129 | \$ 46,052 | \$ 50,950 | \$ 51,031 |
| Contributions in relation to contractually required contribution | 56,886 | 60,764 | 59,875 | 53,072 | 43,548 | 45,129 | 46,052 | 50,950 | 51,031 |
| Contribution deficiency (excess) | - | - | - | - | - | - | - | - | - |
| Employer's covered payroll | \$ 494,660 | \$ 496,035 | \$ 488,772 | \$ 461,499 | \$ 378,678 | \$ 361,032 | \$ 354,246 | \$ 351,379 | \$ 318,944 |
| Contributions as a percentage of covered employee payroll | 11.50 % | 12.25 % | 12.25 % | 11.50 % | 11.50 % | 12.50 % | 13.00 % | 14.50 % | 16.00 % |

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Bienville Parish Library
Arcadia, Louisiana

Schedule of Changes in Net OPEB Liability and Related Ratios
For the year ended December 31, 2022

| | 2022 | 2021 | 2020 | 2019 | 2018 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| OPEB Expenses | | | | | |
| Service cost | \$ 28,443 | \$ 27,435 | \$ 11,694 | \$ 13,132 | \$ 17,234 |
| Interest | 7,163 | 6,612 | 11,743 | 13,108 | 12,042 |
| Changes of benefit terms | - | - | - | - | - |
| Differences between expected and actual experience | (65,509) | 6,677 | (199,780) | 9,900 | (13,440) |
| Changes of assumptions | (79,532) | 3,509 | 60,191 | 81,872 | (36,144) |
| Benefit payments | (2,853) | (8,887) | (8,424) | (8,419) | (7,980) |
| Net change in total OPEB liability | <u>(112,288)</u> | <u>35,346</u> | <u>(124,576)</u> | <u>109,593</u> | <u>(28,288)</u> |
| Total OPEB liability, beginning | <u>333,512</u> | <u>298,166</u> | <u>422,742</u> | <u>313,149</u> | <u>341,437</u> |
| Total OPEB liability, ending | <u><u>221,224</u></u> | <u><u>333,512</u></u> | <u><u>298,166</u></u> | <u><u>422,742</u></u> | <u><u>313,149</u></u> |
| Covered-employee payroll | 356,298 | 392,559 | 381,125 | 369,298 | 358,542 |
| Net OPEB liability as a percentage of covered-employee payroll | 62.09% | 84.96% | 78.23% | 114.47% | 87.34% |
| Notes to Schedule: | | | | | |
| <i>Benefit Changes</i> | None | None | None | None | None |
| <i>Changes of Assumptions:</i> | | | | | |
| <i>Discount Rate:</i> | 3.72% | 2.06% | 2.12% | 2.74% | 4.10% |
| <i>Mortality:</i> | RP-2000 | RP-2000 | RP-2014 | RP-2014 | Pub-2010/2021 |
| <i>Trend:</i> | Getzen model | 4.5% to 5.5% | 4.5% to 5.5% | 5.50% | 5.50% |

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Bienville Parish Library
Arcadia, Louisiana

Schedule of Findings and Questioned Costs
For the year ended December 31, 2022

We have audited the basic financial statements of the Bienville Parish Library as of and for the year ended December 31, 2022 and have issued our report thereon dated June 16, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2022 resulted in an unqualified opinion.

A. Summary of Auditor's Report

Report on Internal Control and Compliance Material to Financial Statements

Internal Control

Material Weakness Yes No Significant Deficiencies Yes No

Compliance

Compliance Material to Financial Statements Yes No

B. Findings - Financial Statements Audit

Current Year

No current year findings.

Prior Year

No prior year findings.

Bienville Parish Library
Arcadia, Louisiana

Schedule of Compensation Paid Boardmembers
For the Year Ended December 31, 2022

| | 2022 |
|-----------------|-------------|
| Marsha Andrews | \$ 500 |
| Tammy Hill | 400 |
| Larry Kennedy | 500 |
| Alice Letlow | 400 |
| Lettie Rochelle | 200 |
| Helen Robinson | 300 |
| Carolyn Tipton | 400 |
| | \$ 2,700 |

Bienville Parish Library
Arcadia, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the year ended December 31, 2022

| Sondra Waits | |
|-----------------------|------------------|
| Director | |
| Salary | \$ 71,663 |
| Benefits - Medicare | 1,039 |
| Benefits - Retirement | 6,808 |
| Benefits - Insurance | 10,329 |
| Travel - mileage | 71 |
| Meals | 160 |
| Other | 4,457 |
| | <u>\$ 94,527</u> |



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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board of Commissioners of Bienville Parish Library
Arcadia, Louisiana
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2022 through December 31, 2022. Bienville Parish Library's management is responsible for those C/C areas identified in the SAUPs.

Bienville Parish Library has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 01, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- i. Budgeting, including preparing, adopting, monitoring, and amending the budget.
- ii. Purchasing, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
- iii. Disbursements, including processing, reviewing, and approving,
- iv. Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- v. Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. Credit Cards (and debit cards, fuel cards, purchase cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. Information Technology Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. Prevention of Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Exception: Policies and procedures address all the categories above except debt service, but the Library does not acquire debt. Policies and procedures on contracting lack specifying which types of services require written contracts. Policies and procedures on travel and expense reimbursements lack dollar thresholds for all categories.

Management's Response: The Library will amend the policy on contracting to specify which types of services require a written contract and amend the policy on travel and expense reimbursements to specify dollar thresholds for each category.

2) Board or Finance Committee

A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Response: The meeting minutes indicate the board met 5 times during the fiscal year but not monthly.

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

Response: The Board reviews budget-to-actual comparisons of the general fund.

iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Response: No negative unassigned fund balance.

iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Response: No prior year audit findings.

Exception: See above responses.

Management's Response: None.

3) Bank Reconciliations

A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Response: Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date.

ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Response: Bank reconciliations do not include evidence that a member of management or a board member has reviewed each bank reconciliation.

iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Response: No documentation reflecting that management has researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

Exception: See above responses.

Management's Response: A member of the Board will review each bank reconciliation and management will research reconciling items that have been outstanding for more than 12 months.

4) Collections

A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

i. Employees responsible for cash collections do not share cash drawers/registers;

Response: All receipts are turned into the Director who verifies the collections.

ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

Response: No cash is collected by the Director, and the Director prepares the bank deposit.

iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

Response: The Director prepares and makes deposits; the deposits are recorded in the general ledger by the Director.

iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Response: The Director is responsible for reconciling collections to the general ledger. The Director does not collect cash.

C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was in force during the fiscal period.

Response: No employees are covered by bond or insurance policy for theft.

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3a (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

i. Observe that receipts are sequentially pre-numbered.

Response: Receipts were sequentially pre-numbered and collections that did not use sequentially receipts used other collection documentation.

ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Response: Sequentially pre-numbered receipts and other related collection documentation was traced to the deposit slip.

iii. Trace the deposit slip total to the actual deposit per the bank statement.

Response: Deposit slip was traced to the actual deposit per the bank statement.

iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Response: Deposits reviewed were not made within one business day and were over \$100.

v. Trace the actual deposit per the bank statement to the general ledger.

Response: Actual deposit per the bank deposit was traced to the general ledger.

Exception: See above responses.

Management's Response: Due to the small number of employees and the infrastructure of each branch library, it is not feasible for each employee to have a cash drawer. The main branch and each of the three branch libraries have branch managers who work out of the cash drawers daily supervising the collection and recording of monies. Each library has part-time staff who work out of the drawers when work schedules permit. A report is maintained daily that breaks down each drawer by user and account. The report is reconciled daily by the branch manager or appointed staff if the branch manager is unavailable. Due to the location and size of the branches, it is not feasible to make weekly deposits. Also, the branches collect small amounts. Collections are brought to the main branch every two weeks. The Director will research bonding or insurance coverage for employees who collect cash. The Library will keep documentation of all collections.

5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)

A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

B. For each location selected under procedure #5a above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

Response: The Director, Assistant Director, and Information Technology Manager can initiate purchases. The purchases are then approved by the Director.

ii. At least two employees are involved in processing and approving payments to vendors;

Response: The Director approves payments to vendors. The Director and Assistant Director processes payments to the vendors.

iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

Response: The Director and Assistant Director can modify vendors, add vendors, and process payments.

iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

Response: The Director and Assistant Director processes checks, signs checks, and mails the checks.

v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Response: The Director and Assistant Director are authorized to sign checks to approve the electronic disbursement of funds.

C. For each location selected under #5a above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

Response: Of 48 disbursements reviewed, two did not have a related original itemized invoice or billing statement. These two disbursements were for payroll withholdings.

ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5b above, as applicable.

Response: All invoices reviewed included evidence of segregation of duties tested under #9, as applicable.

D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #Ai, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Response: Electronic disbursements did not have evidence that those persons authorized to disburse funds approved each electronic disbursement.

Exception: See above responses.

Management's Response: Management will ensure there is an original itemized invoice and supporting documentation for each disbursement. Each electronic disbursement will be approved in writing by those persons authorized to disburse funds per the entity's policy.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, (or electronically approved), by someone other than the authorized card holder.

Response: Out of four credit card statements reviewed, three indicate the statements and supporting documentation were reviewed and approved in writing by the Director or Assistant Director.

ii. Observe that finance charges and late fees were not assessed on the selected statements.

Response: No finance charges or late fees were assessed on the selected statements.

C. Using the monthly statements or combined statements selected under procedure #7b above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Response: Three of the four statements reviewed included a original itemized receipt for each purchase. All purchases had written documentation of the business/public purpose, and all meal charges had documentation of the individuals participating in meals.

Exception: See above responses.

Management's Response: Management will ensure that all purchases have an original itemized receipt and that they are reviewed in writing by a member of management or a board member other than the cardholder.

7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)

A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

Response: All reimbursements using a per diem were in compliance with the rates established.

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Response: Only one meal charge was not supported by a receipt.

iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policy and Procedures procedure #1a(vii); and

Response: Each reimbursement is supported by documentation of the business/public purpose and other documentation required by the written policy and procedures as stated in #1a(vii).

iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Response: Two of the five travel reimbursements of the five reviewed were not approved in writing by someone other than the person receiving the reimbursement.

Exception: See above responses.

Management's Response: Management will ensure that each reimbursement is supported by an original itemized receipt and that the reimbursement is approved in writing by someone other than the person receiving the reimbursement.

8) Contracts

A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period.

Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

Response: There were no contracts initiated or renewed during the fiscal period.

i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Exception: See above responses.

Management's Response: None.

9) Payroll and Personnel

A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #9a above, obtain attendance records and leave documentation for the pay period, and

i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory;

Response: All employees reviewed documented their daily attendance and leave.

ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

Response: Three out of the five employees reviewed had documentation of the supervisor approving the attendance and leave. One of the two that did not have documentation of the supervisor review of attendance and leave was the Director.

iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

Response: All leave accrued and taken during the pay period was reflected in the entity's cumulative leave records.

iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Response: All rates paid to the employees or officials agrees to the authorized salary/pay rate.

C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates in the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Response: There were no termination payments made during the fiscal period.

D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Response: Management provided representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed by required deadlines.

Exception: See above responses.

Management's Response: Management will ensure that all attendance and leave is approved in writing by the supervisor. The Director's attendance and leave will be approved in writing by a member of the board.

10) Ethics

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a obtain ethics documentation from management, and

i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

Response: Out of the twelve employees reviewed there is no documentation that three officials completed one hour of ethics training.

ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Response: There was no change in the entity's ethics policy during the fiscal period.

B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Response: The Library has not appointed an ethics designee as required by R.S. 42:1170.

Exception: See above responses.

Management's Response: All employees and officials will complete one hour of ethics training during the fiscal year and will retain the certificate on file. Management will appoint an ethics designee as required.

11) Debt Service

A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Response: Management has provided representation that no bonds/notes were issued during the fiscal period.

B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Response: The Library does not have and did not enter into any debt service.

Exception: None.

Management's Response: None.

12) Fraud Notice

A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Response: Management has provided representation that there were no misappropriations of public funds and assets during the fiscal period.

B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Response: We observed that the notice is posted in the Library and on the entity's website.

Exception: None.

Management's Response: None.

13) Information Technology Disaster Recovery/Business Continuity

A. Perform the following procedures, verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”

Response: We performed the procedure and discussed the results with management.

i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for testing/verifying backing up restoration) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

iii. Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9c. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Exception: None.

Management's Response: None.

14) Prevention of Sexual Harassment

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Response: Out of the twelve employees/officials selected two did not have sexual harassment training documentation.

B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

Response: There is no evidence of a sexual harassment policy is posted to the website.

C. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

i. Number and percentage of public servants in the agency who have completed the training requirements;

ii. Number of sexual harassment complaints received by the agency;

iii. Number of complaints which resulted in a finding that sexual harassment occurred;

iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

v. Amount of time it took to resolve each complaint.

Response: The entity completed the annual sexual harassment report but it was not dated.

Exception: See above responses.

Management's Response: All employees and officials will complete one hour of sexual harassment training during the fiscal year and provide documentation to be retained on file.

We were engaged by Bienville Parish Library to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Bienville Parish Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
June 16, 2023

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June 16, 2023

Kenneth D. Folden & Co., CPAs, LLC
302 8th Street
Jonesboro, LA 71251

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period January 01, 2022 through December 31, 2022, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We acknowledge that we are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas (as applicable).
Yes No
2. For the fiscal period January 01, 2022 through December 31, 2022, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.
Yes No
3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.
Yes No
4. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.
Yes No
5. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.
Yes No
6. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between December 31, 2022, and June 30, 2022.
Yes No
7. We represent that the listing of bank accounts for the fiscal period that we provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.

- Yes No
8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.
- Yes No
9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.
- Yes No
10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.
- Yes No
11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.
- Yes No
12. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, that we provided to you is complete.
- Yes No
13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.
- Yes No
14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.
- Yes No
15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.
- Yes No
16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.
- Yes No
17. We represent that the employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines during the fiscal period.
- Yes No
18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.
- Yes No
19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.
- Yes No

20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.

Yes No

21. We are not aware of any material misstatements in the C/C areas identified in the SAUPs.

Yes No

22. We have disclosed to you any other matters as we have deemed appropriate.

Yes No

23. We have responded fully to all inquiries made by you during the engagement.

Yes No

24. We have disclosed to you all known events that have occurred subsequent to December 31, 2022, that would have a material effect on the C/C areas identified in the SAUPs, or would require adjustment to or modification of the results of the agreed-upon procedures.

Yes No

The previous responses have been made to the best of our belief and knowledge.

Signature Jandra White Date June 16, 2023

Title Director